

HAILEYBURIA TEA ESTATES LIMITED

(REGD.OFFICE : 24/432, MARAR ROAD, WILLINGDON ISLAND, KOCHI-682003 PH: 0484-2667653)

OFFICE 1 : 04869-242232
OFFICE 2 : 04869-242408
GMAIL : chinnarcentral@gmail.com
WEBSITE : https://www.chinnartea.com
LOCATION : https://goo.gl/maps/k8QXuQdFZdhmc32f6
GST NUMBER : 32AAACH5287M1ZC
PAN NUMBER : AAACH5287M

CIN NUMBER : L01132KL1923PLC000415
ADDRESS : SEMNIVALLEY ESTATE
POST OFFICE : ELAPPARA
DISTRICT : IDUKKI
STATE : KERALA
COUNTRY : INDIA
PIN : 685501

Date: 30.01.2021

REGISTERED POST

18/11

Dear Shareholder,

Subject: (1) Submission of PAN and Bank Details

(2) Intimation of Share Transfer in Demat form only w.e.f. December 5, 2018.

Reference: (1) SEBI Circular No. SEBI/HO/MIRSD/DOPI/CIR/P/2018/73 dated April 20, 2018;

(2) Amendment to Regulation 40 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette Notification dated June 8, 2018

This has reference to the above mentioned circular and notification of the Securities and Exchange Board of India regarding collection of PAN and Bank Account details of all securities holders holding securities in physical form and intimation to them about transfer of securities in dematerialized form only w.e.f. December 5, 2018.

In order to comply with the above circular, you are requested to provide us the copy of PAN card and Bank Details (Cancelled Cheque leaf/attested bank passbook showing name of account holder) within 21 days from the date of the receipt of this letter.

It may further be noted that pursuant to the above referred SEBI Notification, vide its Notification No. SEBI/LAD-NRO/GN/2018/49 dated 30th November, 2018 had amended the relevant provisions of Regulation 40 of LODR Regulations and as per the amended provisions transfer of securities need to be carried out in dematerialized form only on and from 1st April, 2019.

In view of the Regulatory requirements, the Company shall not be able to process the requests for transfer of shares held in physical form with effect from December 5, 2018. You are therefore requested go through this letter and please note and take action for dematerialization of your shares immediately.

Dematerialization facility is available both on National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL). Company's ISIN No. is INE0GGC01010.

Detailed procedure of dematerialization of securities of the Company and guidance for transfer of shares has been displayed at the website of the Company at www.chinnartea.com for the information of the shareholders.

To know the process for dematerialization please contact:

a. Haileyburia Tea Estates Limited
Address: XXIV/432, Marar Road,
Willingdon Island, Cochin,
Ernakulam, Kerala 682003.
E-Mail Id: chinnartea@gmail.com

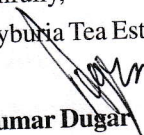
b. Purva Sharegistry India Private Limited
Registrar & Share Transfer Agent
Address: 9, Shiv Shakti Industrial Estate,
J.R.Boricha Marg Lower Parel (East)
Mumbai MH 400011 IN
Email Id: support@purvashare.com

The FAQs on dematerialization of shares are stated on the reverse for your ready reference

Thanking you,

Yours faithfully,

For Haileyburia Tea Estates Limited


Ashok Kumar Dugar
Managing Director
(DIN: 00559035)

PROCESS FOR DEMATERIALIZATION OF SHARES

- The registered owner (shareholder) needs to open a Demat Account with a Depository Participant (DP) having registration with SEBI.
- The shareholder needs to submit a request to the concerned DP in the Dematerialization Request Form (DRF) for dematerialization, along with the certificates of shares to be dematerialized.
- The shareholder/DP will deface the certificates by writing "SURRENDERED FOR DEMATERIALIZATION".
- The DP will verify the DRF and certificates and issue an acknowledgement slip, duly signed and stamped, to the shareholder.
- DP will thereafter scrutinize DRF and certificates. In case the DRF/certificates are not in order, the same will be returned to the shareholder for removing deficiencies. In case DRF/certificates are in order, the details mentioned in the DRF and certificates will be entered in the software system/internet application provided by the Depository and a Dematerialization Request Number (DRN) will be generated.
- The DRF, with the DRN mentioned on it, will then be released electronically to the company/Registrars and Transfer Agents of the company (RTA). The DP will also despatch the certificates along with the DRF to the company/RTA for verification and approval.
- The company /RTA will, after due verification of DRF and certificates, confirm acceptance of the request for dematerialization in the necessary software system/internet application.
- The Depository's software system will then electronically create and credit appropriate number of shares in the shareholder's demat account.
- The DP will inform the shareholder of the changes in the shareholder's demat account following the confirmation of the DRF.
- The company/RTA may reject dematerialization request in some cases and will send an objection memo to the DP, with or without DRF and certificates depending upon the reason for rejection. The DP/shareholder has to remove reasons for objection within 15 days of receiving the objection memo. If the DP/shareholder fails to remove the objections within 15 days, the company/RTA may reject the request and return DRF and accompanying certificates to the DP. The DP, if the shareholder so requires, may generate a new dematerialization request and send the certificates again to the company/RTA for dematerialization. No fresh request can be generated for the same securities until the company/RTA has rejected the earlier request and informed the Depository and DP about it.
- The process of dematerialization is completed within 21 days from the date of submission of a valid dematerialization request.

BANK DETAILS, EMAIL ID ETC. REGISTRATION FORM

(FOR PHYSICAL SHARES)

To,
Haileyburia Tea Estates Limited
XXIV/432, Marar Road,
Willingdon Island,
Cochin, Ernakulam,
Kerala 682003.

Dear Sirs,

I give my consent to update the following details in your records for making payments of dividend and sending other communications by electronic means in compliance with the circulars.

Folio No. / DP-Client Id: _____

Name of the First/Sole holder: _____

Bank's Name: _____

Branch's Name & Address: _____

Account No.: _____ Account Type (SB/Current): _____

IFSC Code: _____ MICR Code: _____

PAN: _____

Aadhaar No.: _____

Email Id: _____

Phone No.: _____

Date: _____

Signature of First/Sole Holder

(attested by Bank)

Encl:

- (1) original cancelled cheque
- (2) Self attested copy of PAN
- (3) Self attested copy of Aadhaar Card